

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-103**

OPEN TO: All Interested Candidates
TITLE: AID Participant Training Specialist
GRADE: FSN-10 (Rs. 1,971,957 P.A. to Rs. 3,650,401 P.A.)
Position No: 80040-019

OPENING DATE: June 15, 2012
CLOSING DATE: June 28, 2012
AGENCY: USAID
LOCATION: ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The USAID Participant Training Specialist (PTS) position is located in the USAID/Pakistan Program Office. The PTS will serve as the Contracting Officer Representative (COR) and/or Assistance Officer's Representative (AOR) for the PRM Office's Mission-wide participant training program activities and backstops other activities as may be assigned. This will entail the full range of COR/AOR duties and responsibilities in planning, designing, procuring, managing, monitoring, evaluating and closing-out these activities. The PTS will represent USAID, its activities, and its programs to host-government counterparts, other donor agencies, political parties and other civil society organizations, and serve as the Mission Participant Training Advisor. In addition, s/he will coordinate activities related to other activities in the Program Office portfolio. S/he will assist USAID to achieve its programmatic and strategic objectives by providing assistance and support to the Program Office as required.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Master's degree (16 years of education) in Education, a field relevant to development assistance, such as public or business administration, education, international relations, or a closely related field is required.

EXPERIENCE: A minimum of seven years of progressively responsible, job-related, professional-level experience in participant training, project design, program planning, implementation, monitoring and evaluation, and analysis and interpretation of data and presentation of findings, orally and in writing is required.

LANGUAGE: Level IV English (fluent proficiency) Reading/Writing/Speaking in of English and Urdu is required. This may be tested.

KNOWLEDGE: Training experience and skills are required, as is the ability to effectively and efficiently manage/supervise resources (project, budget). Should possess or ability to possess knowledge of donor processes and procedures regarding procurements, programming policies, reporting requirements, documentation and compliance with regulations. The incumbent is required to understand and incorporate the five core values in all aspects of his/her work: 1) Customer Focus, 2) Managing for Results, 3) Teamwork and Participation, 4) Empowerment and Accountability, and 5) Diversity.

ABILITIES & SKILLS: Must have written and spoken communication skills. Must have excellent interpersonal skills and be able to develop and maintain a range of working and some senior level contacts in governmental, educational and private sector circles. Must have the ability to provide advice clearly and objectively and be able to interpret regulatory directives. Must demonstrate initiative and good judgment in dealing with special or unusual circumstances. Computer literacy is required. This work requires flexibility, an ability to react to changing systems, with sound analyses, and the ability to work under pressure.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.

5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/mailling address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-103) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/mailling address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 28, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.